



**BILKENT UNIVERSITY**

**FACULTY OF ART, DESIGN AND ARCHITETURE**

**DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN**

## **SUMMER PRACTICE I REPORT**

As part of your summer practice, you are required to submit a **Summer Practice I Report**.

### **A. Content Organization**

You must structure the **Content of the Body** of your report in the following manner:

#### **Section 1 Introduction**

This section should begin with a brief description of the company, its history, size, staff, past projects and any other pertinent information.

This section is also the appropriate place to include your more personal experiences, as well as any graphic documentation more personal in nature: social gatherings, funny office moments caught on film, you or other office staff in action, and the like.

The complete record of the body of your work, as outlined in your **Diary**, shall form the basis of Section 2 and Section 3 of your report.

#### **Section 2 Body of the Report**

Section 2 details your specific observations and your contribution to the company, with respect to the focus of Summer Practice I, as listed in the Course Description, namely:

- 2.1 Experience On Site, and / or**
- 2.2 Production Techniques, and**
- 2.3 Project Scheduling and Coordination**

Your **Diary** entries will help refresh your memory in documenting the degree of your involvement, many specific activities and any other special tasks performed by you.

Since your exposure to these aspects of company practice depend totally on the level of involvement and degree of tutoring afforded to you, by the particular company in which you performed your summer practice, great variations may be expected, and will be taken into consideration when evaluating your report.

Your Diary entries, however, do indicate the degree of your validated involvement, and will, therefore, be consulted while evaluating the accuracy and completeness of the Summer Practice I Report.

As a **Conclusion** of Section 2, you shall address, in general terms, the experience you gained through the practical training and observations, during your stay with the company.

#### **Section 3 Graphic Documentation**

This section of the report contains the **Graphic Documentation**, consisting of sketches, details, drawings, photographs, short-form specifications, or any other contract documents you may wish to include.

Your statements should include observations, identifying your role and specific involvement in any of the included graphic documentation.

You are encouraged, however, to include graphic examples **also in Section 2** of your report, where you deem it desirable. Remember, "A picture saves a thousand words".

Be selective and choose only appropriate examples of graphic documentation for inclusion in the body of your report, particularly in Section 1 and especially in Section 2.



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### **The Appendix**

The Appendix shall consist of your Diary and a CD. The CD shall contain only the Summer Practice I Report document.

## **B. Format Requirements**

Your **Summer Practice I Report** shall follow these format-instructions closely:

### **Technical Organization:**

The **Hard Cover** of the report shall contain the following information:

- **IAED 290 Summer Practice I Report**
- Your name
- Date of Summer Practice I

The **Front Page** of the report shall contain the following information:

- IAED 290 Summer Practice I Report
- Your name
- Advisor's Name
- Company's Name
- Date of Summer Practice I

The **Table of Contents** shall list the content of the Body of the Report, as follows:

- Section 1 Introduction,
- Section 2 (**Body of the Report**)
  - 2.1 On Site Activities, and / or
  - 2.2 Production Techniques, and
  - 2.3 Project Scheduling and Coordination
  - 2.4 Conclusion
- Section 3 Graphic Documentation,
- Appendix (your Diary and CD)

**Pages shall be numbered consecutively, starting with Section 1 Introduction, but excluding the Appendix.**

### **General Page Format:**

Page margins shall be set at 2.5 cm at top, bottom, left and right.

Headers shall be point size 12, and bold.

The Main Body of the Report shall be typed using point size 11, and text lines shall be double-spaced.

The Body of the Report shall be at least **1500 words** in length, **A-4 format**, following the above Page Format requirements.

**Do not use any clear-plastic envelopes in Section 2 (Body of the Report).**



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### **C. The Diary**

The Diary, being more personal in nature must be taken each day to the working place.

The Diary entry shall conform to the example shown on the web site or a different format might be used, as long as the size will be not bigger then A4 and not smaller then A5.

Using the template from the website or deceeding to use a book (notebook, logbook, etc.) both formats require the following:

- **a seperate space for each day**
- **handwritten**
- **including sketches**

Additionally, you may express your personality, in terms of your observations, by notes and graphics, such as sketches, details, doodles, and the like.

Place your Diary into a clear-plastic envelope, and attach it as the Appendix to your Report.

### **A General Note of Caution**

#### **Plagiarism**

**You are advised and strongly warned** not to enhance any aspects of your report, either with activities not actually performed by you, or by inclusion of text from other sources.

Information gathered from various industry sources, may, of course, be quoted directly, providing you properly acknowledge and identify its source.

**All observations and comments offered in your report must be totally authored by you, even if you perform your Summer Practice with other students of your Department, in the same company.**

Bilkent University considers **plagiarism** a serious offence, resulting in severe disciplinary action.

#### **Copying of Documents**

You are reminded to ask permission, before copying or collecting any office documents which you intend to submit in your report.

You are also strongly advised to collect any desired graphic documentation throughout your work term, not only at the last minute.

#### **Report Submission Deadline**

The due date of submission of your Summer Practice I Report to the Department shall be shown on the department web site, <http://iaed.bilkent.edu.tr/> and posted throughout the department on notice boards.